

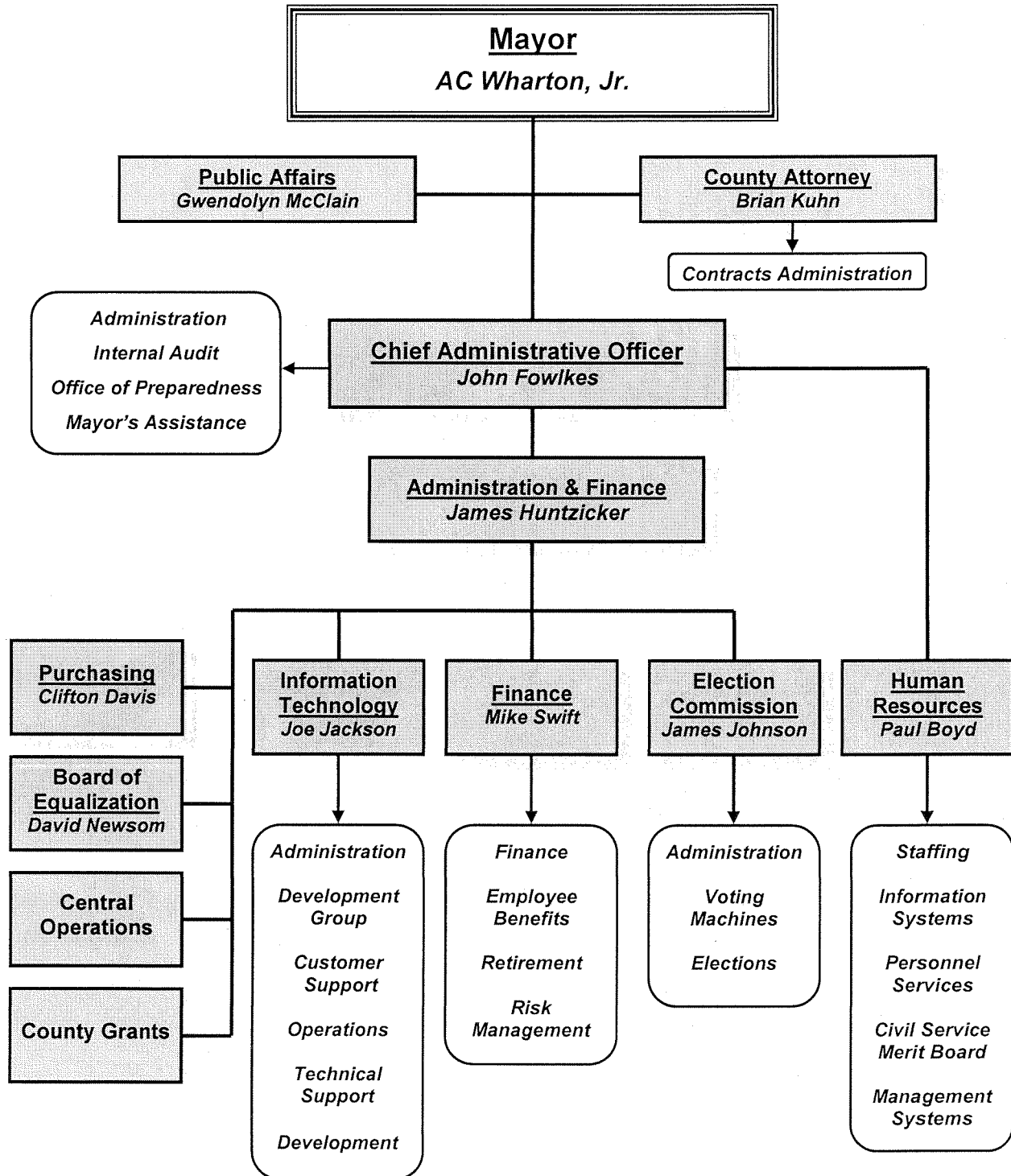
GENERAL FUND



DIVISION OF ADMINISTRATION & FINANCE

ADMINISTRATION & FINANCE DIVISION

Organizational Chart by Program



ADMINISTRATION & FINANCE DIVISION
Division Totals by Program
FY05 - FY08 Adopted Budget

PROGRAM NUMBER AND NAME		FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD ACTUAL 12/31/06	FY 07 REVISED BUDGET	FY 08 ADOPTED BUDGET	STAFF
200101	Mayor's Office	477,198	453,549	218,862	487,985	537,825	5
200201	Public Affairs	655,203	383,324	225,929	453,224	520,029	6
200301	CAO-Administration	1,107,017	1,476,106	711,389	1,180,592	1,254,875	9
200302	Internal Audit	380,456	433,597	230,596	573,566	559,745	7
200303	Office of Preparedness	-	-	-	-	243,698	2
200305	Mayor's Assistance Center	11,019	322,786	170,036	400,193	589,914	8
200901	County Attorney	2,433,678	2,970,460	1,541,622	3,003,772	3,189,546	39
200902	Contracts Administration	256,488	301,630	161,470	324,910	428,535	6
201101	Director & Staff - A & F	771,315	410,650	348,854	(173,515)	(149,535)	4
201108	Employee Assistance *	20,185	25,296	157,604	115,573	59,101	8
201201	Central Operations	(196,913,639)	(191,509,873)	(94,018,564)	(206,143,910)	(221,480,088)	-
201301	County Grants	5,712,464	4,434,481	1,088,794	2,933,500	1,608,500	-
201401	Staffing	459,370	505,106	99,671	190,475	331,423	6
201402	Human Resources Info Sys	307,683	258,220	134,730	283,674	300,212	5
201404	Personnel Services	612,630	569,202	496,385	1,088,092	545,931	7
201405	Civil Service Merit Board	160,229	160,512	85,377	161,622	181,766	2
201406	Management Systems Dev	-	830,471	466,607	1,106,464	1,047,712	19
201407	Compensation	-	-	-	-	362,370	6
201701	Purchasing	526,468	542,617	273,157	516,050	836,424	13
201801	I T Administration	(1,160,851)	(1,306,837)	(481,123)	(1,270,041)	(1,090,404)	7
201802	Development Group I	1,156,690	1,455,533	524,832	1,229,602	1,420,577	15
201803	Customer Support	1,517,910	1,494,932	750,206	1,662,632	1,669,135	16
201804	Operations	2,505,448	2,417,931	1,475,635	2,624,689	2,649,034	21
201805	Technical Support	1,526,885	1,420,883	563,054	1,432,751	1,549,747	14
201807	Development Center	1,851,470	1,834,702	1,148,955	2,834,060	2,897,662	18
202501	Finance	1,661,957	1,922,212	1,034,403	2,164,757	2,305,156	32
202503	Employee Benefits	201,940	283,649	130,605	305,666	322,778	6
202507	Retirement	(9,831)	21,172	1,334	12,622	4,000	8
202516	Risk Management	144,686	430,510	196,345	176,333	209,741	7
202801	Board of Equalization	352,366	243,410	(86,154)	315,380	435,380	9
202901	EC - Adminstration	1,138,379	1,173,754	727,220	1,380,261	1,552,077	20
202902	Voting Machines	361,702	323,009	230,325	464,417	530,763	7
202903	March (May) Election	2,147	534,704	-	-	(1,216)	-
202904	August Election	660,295	31,161	1,059,902	992,625	-	-
202905	October Election	-	-	-	-	-	-
202906	November Election	1,097,976	(128,556)	797,999	1,019,932	-	-
202907	Special Election	(96,087)	26,053	-	-	-	-
207313	Skill Center	(2,434)	-	-	-	-	-
207319	East Complex	2,434	-	-	-	-	-
201108	*Fund 013 - EAP	(47,215)	(63,176)	(28,475)	-	-	-
DIVISION TOTALS		(170,156,369)	(165,316,820)	(79,562,418)	(178,152,047)	(194,577,587)	332

ADMINISTRATION & FINANCE DIVISION
Division Totals by Account
FY05 - FY08 Adopted Budget

ACCOUNT NUMBER AND NAME	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD ACTUAL 12/31/06	FY 07 REVISED BUDGET	FY 08 ADOPTED BUDGET	% Change
41 - Local Taxes	(212,588,812)	(221,362,501)	(99,678,385)	(219,052,000)	(237,738,000)	138.5%
42 - Local Revenue	(4,766,215)	(4,604,603)	(2,512,341)	(5,893,136)	(5,517,798)	119.6%
43 - State Revenue	(8,366,339)	(8,375,146)	(6,739,024)	(12,999,858)	(13,460,499)	99.7%
46 - Elected Officials' Fines & Fees	(1,684,669)	(1,862,476)	(1,096,429)	(1,771,000)	(1,711,500)	56.1%
47 - Other Revenue	(3,469,860)	(4,855,782)	(1,541,106)	(3,534,801)	(3,521,198)	128.5%
Revenue	(230,875,895)	(241,060,508)	(111,567,285)	(243,250,795)	(261,948,995)	134.8%
51A - Salaries	12,717,935	12,729,695	8,658,371	14,826,593	16,484,681	90.4%
51B - Other Compensation	280,616	168,706	259,496	383,352	285,730	10.1%
55 - Fringe Benefits	3,380,328	2,934,277	1,106,052	4,532,066	5,134,548	364.2%
Salaries & Fringe Benefits	16,378,879	15,832,678	10,023,919	19,742,011	21,904,959	118.5%
60 - Supplies	1,454,516	1,449,658	652,637	1,517,505	1,516,515	132.4%
64 - Services	1,205,491	1,171,534	965,276	1,610,287	1,407,352	45.8%
66 - Professional & Contracted Svcs	2,841,529	3,104,077	2,316,551	4,164,788	4,323,986	86.7%
67 - Rent, Utilities & Maint	2,280,143	2,472,662	1,758,597	2,393,208	2,678,725	
68 - Interdepartmental Charges/Exp	24,397	19,619	14,063	75,248	73,048	419.4%
69 - Intergovernmental Expenditures	201,082	222,950	114,192	250,000	250,000	118.9%
70 - Asset Acquisitions	293,008	76,166	368,569	1,005,531	187,769	-49.1%
Operating & Maintenance	8,300,166	8,516,666	6,189,885	11,016,567	10,437,395	68.6%
80 - Debt Services	1,646,472	2,323,968	1,034,921	2,850,000	2,707,996	161.7%
89 - Special Funded Projects	25,808,131	24,795,148	12,416,128	25,794,167	29,002,500	133.6%
90 - Grants	471,000	206,000	206,000	206,000	206,000	0.0%
95 - Contingencies & Restrictions	-	-	-	(2,000,000)	(1,500,000)	
96 - Operating Transfers In	(5,901,651)	(5,711,103)	(2,061,432)	(4,791,080)	(5,087,443)	146.8%
98 - Operating Transfers Out	14,016,529	29,780,331	4,195,446	12,281,083	12,700,000	202.7%
999 - Planned Fund Balance Change	-	-	-	-	(3,000,000)	
DIVISION TOTALS	(170,156,369)	(165,316,820)	(79,562,418)	(178,152,047)	(194,577,588)	144.6%

Mayor's Office

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2001 Mayor's Office</i>							
	51A - Salaries	389,109	334,402	309,830	143,197	330,418	366,774
	55 - Fringe Benefits	79,543	76,714	74,985	34,872	85,517	99,001
	Salaries & Fringe Benefits	468,652	411,116	384,815	178,069	415,935	465,775
	60 - Supplies	17,201	27,199	33,717	12,569	33,500	33,500
	64 - Services	28,174	10,222	10,493	15,297	13,550	13,550
	66 - Professional & Contracted Services	0	3,100	2,081	3,929	3,000	3,000
	67 - Rent, Utilities & Maint	0	17,451	12,846	6,720	16,000	16,000
	- Interdepartmental Charges/Expenditures	2,520	8,110	9,597	2,278	6,000	6,000
	Operating & Maintenance	47,895	66,082	68,734	40,793	72,050	72,050
	Expenditures	516,547	477,198	453,549	218,862	487,985	537,825
Mayor's Office	TOTAL	516,547	477,198	453,549	218,862	487,985	537,825

Program Budget for Fiscal 2008

General Fund

Department: Mayor's Office
Section Name: Mayor's Office
Section Number: 200101

Program Description:

The Mayor and his staff are responsible for the following functions:

- To promote economic, industrial and workforce development through joint partnerships with business, other governmental agencies, and the community.
- To direct and implement strategic planning for the divisions of County government, in coordination with other elected officials.
- To establish and maintain high standards of ethics for County employees.
- To ensure the stability and integrity of fiscal operations and infrastructure through efforts to obtain additional sources of funding and favorable economic legislation for Shelby County.
- To ensure that the County Charter and Ordinances are observed and applied to enhance the health, safety, and quality of life for all citizens of Shelby County.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

To ensure that Shelby County government provides high quality and cost-effective services in accordance with the County Charter and Ordinances to optimize the safety and quality of life for all citizens of our diverse communities.

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	411,116	384,815	178,069	415,935	465,775
Operating Expense	66,082	68,734	40,793	72,050	72,050
Net Expenditures	477,198	453,549	218,862	487,985	537,825
Transfers	-	-	-	-	-
Net Operations	477,198	453,549	218,862	487,985	537,825
STAFFING LEVEL:	6	5	N/A	5	5

Public Affairs

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2002 Public Affairs</i>							
	51A - Salaries	475,233	497,798	282,015	171,088	338,797	389,110
	55 - Fringe Benefits	116,752	138,020	83,777	46,634	94,627	111,119
	Salaries & Fringe Benefits	591,985	635,818	365,792	217,722	433,424	500,229
	60 - Supplies	9,810	14,205	13,796	5,334	14,000	14,000
	64 - Services	5,630	5,180	3,736	2,873	5,800	5,800
	Operating & Maintenance	15,440	19,385	17,532	8,207	19,800	19,800
	Expenditures	607,425	655,203	383,324	225,929	453,224	520,029
Public Affairs	TOTAL	607,425	655,203	383,324	225,929	453,224	520,029

Program Budget for Fiscal 2008

General Fund

Department: Public Affairs
Section Name: Public Affairs
Section Number: 200201

Program Description:

The mission of the Office of Communications and Public Affairs (C/PA) is to gather, organize, and disseminate information about Shelby County Government to the Public, the news media, other governmental agencies, and the employees of government; to assist other elected officials in gathering information, as needed; to assure a forum for the public to present their point of view to the Mayor and to receive his response to them.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

- To be accessible, accurate, timely, and professional in responding to internal and external requests.
- To ensure that the success stories of our County elected officials, administrators, divisions, and departments are clearly communicated to the media, the public and throughout County government by using a combination of County Lines, the Intranet and Internet, and other forms of communication.
- To develop new methods of keeping our staff and our citizens abreast of developments in Shelby County Government.
- To offer communications, media, and marketing services to the Commissioners, Commission staff, and other elected officials.
- To regularly evaluate the department's overall services, budget, system of delivery for services and effectiveness to ensure we are offering the appropriate mix and quality of services needed.

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	635,818	365,792	217,722	433,424	500,229
Operating Expense	19,385	17,532	8,207	19,800	19,800
Net Expenditures	655,203	383,324	225,929	453,224	520,029
Transfers	-	-	-	-	-
Net Operations	655,203	383,324	225,929	453,224	520,029
STAFFING LEVEL:	9	11	N/A	6	6

NOTE: Employees were moved from Public Affairs to Mayor's Assistance Center.

CAO

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
2003 CAO							
	43 - State Revenue	0	0	-1,154	0	0	0
	47 - Other Revenue	-100	0	0	0	0	0
	Revenue	-100	0	-1,154	0	0	0
	51A - Salaries	2,129,289	938,397	1,223,537	660,668	1,401,774	1,728,718
	55 - Fringe Benefits	509,183	216,687	302,298	162,376	351,201	458,172
	Salaries & Fringe Benefits	2,638,472	1,155,084	1,525,835	823,044	1,752,975	2,186,890
	60 - Supplies	82,627	38,155	47,963	14,995	45,979	68,745
	64 - Services	17,155	14,425	13,988	7,120	26,304	44,004
	66 - Professional & Contracted Services	1,280,794	270,291	645,722	266,862	325,093	325,093
	67 - Rent, Utilities & Maint	12,152	0	135	0	0	23,500
	- Interdepartmental Charges/Expenditures	-1,527,044	837	0	0	4,000	0
	70 - Asset Acquisitions	0	19,700	0	0	0	0
	Operating & Maintenance	-134,316	343,408	707,808	288,977	401,376	461,342
	Expenditures	2,504,156	1,498,492	2,233,643	1,112,021	2,154,351	2,648,232
CAO	TOTAL	2,504,056	1,498,492	2,232,489	1,112,021	2,154,351	2,648,232

Program Budget for Fiscal 2008

General Fund

Department: CAO
Section Name: CAO-Administration
Section Number: 200301

Program Description:

The CAO and his staff are responsible for the following functions:

- To provide coordination and efficient administrative direction to department operations in order to provide improved methods of delivering services to the citizens of Shelby County.
- To provide relevant and timely information to the County Mayor, Board of County Commissioners and other Elected Officials as requested and as deemed necessary or appropriate concerning County Affairs.
- To present to the Board of County Commissioners the annual operating budget, Capital Improvement Program and operating plans that reflect the highest level of service attainment for the citizens of Shelby County with the most efficient and effective utilization of County resources.
- To provide administrative direction and any other duties necessary for the effective management and efficient operations of County Government.

Included in the CAO budget is funding to support the Emergency Management Agency for coordination of disaster preparedness functions within the County.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

To provide administrative coordination for operations of County divisions under the direction of the Mayor to ensure the effective and efficient delivery of services to citizens of Shelby County.

Service Level Measurements:

	2004	2005	2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	803,075	788,472	431,103	819,456	900,114
Operating Expense	303,942	687,634	280,286	361,136	354,761
Net Expenditures	1,107,017	1,476,106	711,389	1,180,592	1,254,875
Transfers	-	-	-	-	-
Net Operations	1,107,017	1,476,106	711,389	1,180,592	1,254,875
STAFFING LEVEL:	5	5	N/A	5	9

NOTE: Emergency Services Budget moved from Public Works.

Program Budget for Fiscal 2008

General Fund

Department: CAO
Section Name: Internal Audit
Section Number: 200302

Program Description:

Internal Audit Department helps achieve honest, efficient management and full accountability throughout Shelby County Government. The Internal Audit Department serves the public interest by providing management with accurate information, unbiased analysis and objective recommendations on how best to use public resources in support of the well being of the citizens of Shelby County, Tennessee.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

- Provide audit and evaluation services which are useful, objective and accurate.
- Strive to perform relevant and timely work that follows rigorous professional standards.
- Review for proper safeguarding of assets.
- Examine for compliance with relevant laws and regulations.
- Audit for accuracy, reliability and integrity of operating results.
- Evaluate for effective and efficient operations.
- Promote the understanding, acceptance and utilization of the Internal Audit Department by all senior officials of County government.
- Maintain a team-oriented environment that encourages professional and personal growth, and challenges employees to reach their full potential.
- Cultivate an environment which values diversity and sustains multi-culturalism

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	352,009	414,822	225,221	544,326	533,164
Operating Expense	28,447	18,775	5,375	29,240	26,581
Net Expenditures	380,456	433,597	230,596	573,566	559,745
Transfers	-	-	-	-	-
Net Operations	380,456	433,597	230,596	573,566	559,745
STAFFING LEVEL:	7	7	N/A	7	7

Program Budget for Fiscal 2008

General Fund

Department: CAO
Section Name: Office of Preparedness
Section Number: 200303

Program Description:

The Office of Preparedness was created to administer all Homeland Security Grants; this function was previously handled by the Public Works Division. Funding for the Emergency Management Agency, which coordinates disaster preparedness functions within the County, will also be administered by this office.

Legally Mandated? **Legal Reference or Statute:**

Goals and Objectives:

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	-	-	-	-	183,698
Operating Expense	-	-	-	-	60,000
Net Expenditures	-	-	-	-	243,698
Transfers	-	-	-	-	-
Net Operations		-	-	-	243,698
STAFFING LEVEL:	0	0	N/A	0	2

Program Budget for Fiscal 2008

General Fund

Department: CAO
Section Name: Mayor's Assistance Center
Section Number: 200305

Program Description:

The Mayor's Assistance Center serves as a resource for information, agency referrals, and problem resolution for the citizens of Shelby County. Staff members, including the County's internal and external telephone operators, handle requests and inquiries related to all divisions of County government. This department is also responsible for Hispanic Affairs and federally mandated programs for Title VI and Veteran Services.

Legally Mandated? Yes **Legal Reference or Statute:** Partial mandate for Title VI and Veteran Services

Goals and Objectives:

To provide the citizens of Shelby County with efficient and seamless access to programs and services offered by Shelby County government.

Service Level Measurements:

	2004	2005	2006
Veterans served by Veteran Services Office	NA	983	1,175
Walk-in visitors to the Mayor's Assistance Center	744	708	721
Trackable service requests handled by Assistance Center	6,951	5,145	5,034

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	- 1,154	-	-	-
Personnel Expense	-	322,541	166,720	389,193	569,914
Operating Expense	11,019	1,399	3,316	11,000	20,000
Net Expenditures	11,019	323,940	170,036	400,193	589,914
Transfers	-	-	-	-	-
Net Operations	11,019	322,786	170,036	400,193	589,914
STAFFING LEVEL:	0	6	N/A	7	8

County Attorney

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2009 County Attorney</i>							
	42 - Local Revenue	-95,124	-279,644	-95,803	-51,195	-105,000	-105,000
	Revenue	-95,124	-279,644	-95,803	-51,195	-105,000	-105,000
	51A - Salaries	1,975,826	2,052,514	2,202,878	1,181,400	2,355,044	2,535,492
	55 - Fringe Benefits	444,888	523,854	581,082	306,292	607,385	694,400
	Salaries & Fringe Benefits	2,420,714	2,576,368	2,783,960	1,487,692	2,962,429	3,229,892
	60 - Supplies	50,995	61,968	49,968	23,117	56,600	56,600
	64 - Services	113,158	93,195	109,362	45,253	96,600	96,600
	66 - Professional & Contracted Services	303,701	237,876	424,313	198,225	316,953	338,889
	67 - Rent, Utilities & Maint	909	403	290	0	1,100	1,100
	Operating & Maintenance	468,763	393,442	583,933	266,595	471,253	493,189
	Expenditures	2,889,477	2,969,810	3,367,893	1,754,287	3,433,682	3,723,081
County Attorney	TOTAL	2,794,353	2,690,166	3,272,090	1,703,092	3,328,682	3,618,081

Program Budget for Fiscal 2008

General Fund

Department: County Attorney
Section Name: County Attorney
Section Number: 200901

Program Description:

The County Attorney provides legal services and opinions to the Mayor, Commissioners, other Elected Officials and all departments and divisions of County government. Responsibilities of this office include representing Shelby County in lawsuits, determining the legality of proposed policies; approving the form of all County contracts; providing oversight to the claims department, and reviewing and/or drafting all ordinances, resolutions and state legislation applicable to Shelby County government.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter, Article III, Section 3.08

Goals and Objectives:

To act as Legal Advisor and provide any requested legal services to the County Mayor, the County Commission and all departments, officers, and officials of Shelby County government.

Service Level Measurements:

	2004	2005	2006
New case assignments	246	235	223
New litigation cases	304	302	277
New opinions	92	101	88

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 279,644	- 95,803	- 51,195	- 105,000	- 105,000
Personnel Expense	2,331,456	2,492,487	1,329,931	2,649,269	2,811,604
Operating Expense	381,866	573,776	262,886	459,503	481,439
Net Expenditures	2,713,322	3,066,263	1,592,817	3,108,772	3,294,546
Transfers	-	-	-	-	-
Net Operations	2,433,678	2,970,460	1,541,622	3,003,772	3,189,546
STAFFING LEVEL:	26	25	N/A	25	39

Program Budget for Fiscal 2008

General Fund

Department: County Attorney
Section Name: Contracts Administration
Section Number: 200902

Program Description:

Contracts Administration, under the supervision of the County Attorney, reviews and approves all contracts as to form and also reviews and processes resolutions for all contracts over \$50,000, as required by Chapter 260 of the Private Acts of 1974.

Legally Mandated? Yes **Legal Reference or Statute:** Chapter 260 of the Private Acts of 1974

Goals and Objectives:

Continue to improve contract review quality and processing time while maintaining cost effective operations.

Service Level Measurements:

	2004	2005	2006
New contracts reviewed	1,293	1,483	1,581
Contract amendments, change orders, renewals	1,290	1,480	1,580

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	244,912	291,473	157,761	313,160	327,144
Operating Expense	11,576	10,157	3,709	11,750	11,750
Net Expenditures	256,488	301,630	161,470	324,910	428,535
Transfers	-	-	-	-	-
Net Operations	256,488	301,630	161,470	324,910	428,535
STAFFING LEVEL:	5	5	N/A	5	6

Director - Administration & Finance

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2011 Director - Administration & Finance</i>							
	42 - Local Revenue	0	0	-157,820	-83,935	0	0
	46 - Elected Officials' Fines & Fees	-48,870	-78,144	0	-19,947	-175,000	-63,000
	47 - Other Revenue	-164,689	-146,060	0	0	-157,820	-150,000
	Revenue	-213,559	-224,204	-157,820	-103,882	-332,820	-213,000
	51A - Salaries	436,843	588,117	651,437	337,988	-379,425	-355,773
	55 - Fringe Benefits	89,524	135,966	156,947	86,103	176,630	200,254
	Salaries & Fringe Benefits	526,367	724,083	808,384	424,091	-202,795	-155,519
	60 - Supplies	8,307	7,955	12,977	7,626	15,511	15,511
	64 - Services	1,610	3,383	644	2,186	6,000	6,000
	66 - Professional & Contracted Services	369,778	457,701	27,790	132,958	701,357	582,852
	67 - Rent, Utilities & Maint	25,872	27,893	42,478	20,969	41,939	41,939
	Operating & Maintenance	405,567	496,932	83,889	163,739	764,807	646,302
	Expenditures	931,934	1,221,015	892,273	587,830	562,012	490,783
	96 - Operating Transfers In	0	-369,943	-357,199	0	-368,217	-368,217
	Operating Transfers In	0	-369,943	-357,199	0	-368,217	-368,217
	98 - Operating Transfers Out	0	117,417	58,692	2,563	81,083	0
	Operating Transfers Out	0	117,417	58,692	2,563	81,083	0
	Transfers	0	-252,526	-298,507	2,563	-287,134	-368,217
Director - Administration &	TOTAL	718,375	744,285	435,946	486,511	-57,942	-90,434

Program Budget for Fiscal 2008

General Fund

Department: Director - Administration & Finance
Section Name: Director & Staff - A & F
Section Number: 201101

Program Description:

To plan, organize, direct and control, either directly or through subordinate management, the activities of the Division of Administration & Finance. The Finance Director coordinates the functions of Purchasing, Information Technology, and Finance and serves as a financial advisor to other divisions and officials of County government.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To maintain effective and responsible fiscal control of Shelby County resources through efficient management of financial operations and policies.

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	339,623	406,832	210,232	- 691,520	- 661,035
Operating Expense	431,692	3,818	138,622	518,005	511,500
Net Expenditures	771,315	410,650	348,854	- 173,515	- 149,535
Transfers	-	-	-	-	-
Net Operations	771,315	410,650	348,854	- 173,515	- 149,535
STAFFING LEVEL:	3	4	N/A	4	4

Program Budget for Fiscal 2008

General Fund

Department: Director - Administration & Finance
Section Name: Employee Assistance Program
Section Number: 201108

Program Description:

The Employee Assistance Program is designed to help County employees and their family members find direction in solving personal or emotional problems in the areas of marriage, family or interpersonal relationships, depression or anxiety, or alcohol/drug abuse. Initial counseling sessions are provided free of charge, followed by assistance with referrals, if necessary. All counseling services are completely confidential.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To assist employees in resolving personal or emotional problems that may impact their health, welfare, relationships and work performance.

Service Level Measurements:

	2004	2005	2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 146,060	- 157,820	- 83,935	- 157,820	- 150,000
Personnel Expense	384,460	401,552	213,859	488,725	505,516
Operating Expense	34,311	80,071	25,117	71,802	71,802
Net Expenditures	418,771	481,623	238,976	560,527	577,318
Transfers	- 252,526	- 298,507	2,563	- 287,134	- 368,217
Net Operations	20,185	25,296	157,604	115,573	59,101
STAFFING LEVEL:	6	8	N/A	8	8

Central Operations

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
2012 Central Operations							
	41 - Local Taxes	-227,766,264	-212,588,812	-221,362,501	-99,678,385	-219,052,000	-237,738,000
	42 - Local Revenue	-3,624,900	-2,507,509	-1,826,854	-1,121,319	-3,224,000	-2,133,000
	43 - State Revenue	-6,671,851	-8,072,895	-8,064,104	-6,730,234	-12,595,000	-12,595,000
	46 - Elected Officials' Fines & Fees	-1,754,044	-1,606,525	-1,795,500	-1,067,954	-1,596,000	-1,648,500
	47 - Other Revenue	-1,672,433	-3,319,253	-4,853,141	-1,540,302	-3,374,581	-3,368,798
	Revenue	-241,489,492	-228,094,994	-237,902,100	-110,138,194	-239,841,581	-257,483,298
	51A - Salaries	-1,803,504	-2,000,000	-2,481,093	0	-1,959,153	-1,424,980
	55 - Fringe Benefits	2,039,145	-162,443	-996,674	-1,017,567	0	0
	Salaries & Fringe Benefits	235,641	-2,162,443	-3,477,767	-1,017,567	-1,959,153	-1,424,980
	60 - Supplies	162,450	156,728	166,848	75,432	175,000	175,000
	64 - Services	479,478	486,941	470,636	275,141	540,224	542,124
	66 - Professional & Contracted Services	1,827,961	1,223,204	1,053,256	1,184,096	1,350,500	1,625,000
	67 - Rent, Utilities & Maint	658,524	403,255	697,934	420,061	500,000	700,000
	- Interdepartmental Charges/Expenditures	0	0	0	0	47,296	47,296
	69 - Intergovernmental Expenditures	203,107	201,082	222,950	114,192	250,000	250,000
	70 - Asset Acquisitions	0	0	0	368,569	800,000	0
	Operating & Maintenance	3,331,520	2,471,210	2,611,624	2,437,491	3,663,020	3,339,420
	80 - Debt Services	1,261,796	1,646,472	2,323,968	1,034,921	2,850,000	2,707,996
	Debt Services	1,261,796	1,646,472	2,323,968	1,034,921	2,850,000	2,707,996
	89 - Special Funded Projects	22,566,667	20,566,667	20,566,667	11,533,334	23,066,667	27,600,000
	Special Funded Projects	22,566,667	20,566,667	20,566,667	11,533,334	23,066,667	27,600,000
	95 - Contingencies & Restrictions	0	0	0	0	-2,000,000	-1,500,000
	Contingencies & Restrictions	0	0	0	0	-2,000,000	-1,500,000
	999 - Planned Fund Balance Change	0	0	0	0	0	-3,000,000
	Planned Fund Balance Change	0	0	0	0	0	-3,000,000
	Expenditures	27,395,624	22,521,906	22,024,492	13,988,179	25,620,534	27,722,436
	96 - Operating Transfers In	-5,768,000	-5,239,663	-5,353,904	-2,061,432	-4,122,863	-4,419,226
	Operating Transfers In	-5,768,000	-5,239,663	-5,353,904	-2,061,432	-4,122,863	-4,419,226
	98 - Operating Transfers Out	18,140,663	13,899,112	29,721,639	4,192,883	12,200,000	12,700,000

Central Operations

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
	Operating Transfers Out	18,140,663	13,899,112	29,721,639	4,192,883	12,200,000	12,700,000
	Transfers	12,372,663	8,659,449	24,367,735	2,131,451	8,077,137	8,280,774
Central Operations	TOTAL	-201,721,205	-196,913,639	-191,509,873	-94,018,564	-206,143,910	-221,480,088

Program Budget for Fiscal 2008

General Fund

Department: Central Operations
Section Name: Central Operations
Section Number: 201201

Program Description:

To provide the budgetary medium for general revenues and expenditures that are not readily attributable to a specific department.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-228,094,994	-237,902,100	-110,138,194	-239,841,581	-257,483,298
Personnel Expense	- 2,162,443	- 3,477,767	- 1,017,567	- 1,959,153	- 1,424,980
Operating Expense	24,684,349	25,502,259	15,005,746	27,579,687	29,147,416
Net Expenditures	22,521,906	22,024,492	13,988,179	25,620,534	26,297,456
Transfers	8,659,449	24,367,735	2,131,451	8,077,137	8,280,774
Net Operations	-196,913,639	-191,509,873	- 94,018,564	-206,143,910	-221,480,088
STAFFING LEVEL:	0	0	N/A	0	0

County Grants

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2013 County Grants</i>							
	80 - Debt Services	472,738	0	0	0	0	0
	Debt Services	472,738	0	0	0	0	0
	89 - Special Funded Projects	6,187,307	5,241,464	4,228,481	882,794	2,727,500	1,402,500
	Special Funded Projects	6,187,307	5,241,464	4,228,481	882,794	2,727,500	1,402,500
	90 - Grants	446,250	471,000	206,000	206,000	206,000	206,000
	Grants	446,250	471,000	206,000	206,000	206,000	206,000
	Expenditures	7,106,295	5,712,464	4,434,481	1,088,794	2,933,500	1,608,500
County Grants	TOTAL	7,106,295	5,712,464	4,434,481	1,088,794	2,933,500	1,608,500

Program Budget for Fiscal 2008

General Fund

Department: County Grants
Section Name: County Grants
Section Number: 201301

Program Description:

To provide funding to organizations for programs that provide services that benefit the community as a whole, rather than an individual or a specific organization. Grant recipients have included agencies such as the Memphis/Shelby County Library, the Memphis Food Bank, the Convention Center, and the Film and Television Commission.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	-	-	-	-	-
Operating Expense	5,712,464	4,434,481	1,088,794	2,933,500	1,608,500
Net Expenditures	5,712,464	4,434,481	1,088,794	2,933,500	1,608,500
Transfers	-	-	-	-	-
Net Operations	5,712,464	4,434,481	1,088,794	2,933,500	1,608,500
STAFFING LEVEL:	0	0	N/A	0	0

Human Resources

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2014 Human Resources</i>							
46 - Elected Officials' Fines & Fees		0	0	-66,976	-8,528	0	0
47 - Other Revenue		-439	-1,073	-148	-174	0	0
Revenue		-439	-1,073	-67,124	-8,702	0	0
51A - Salaries		1,152,950	1,107,477	1,705,506	971,209	2,079,875	2,025,316
55 - Fringe Benefits		277,163	293,204	474,297	267,159	560,467	583,613
Salaries & Fringe Benefits		1,430,113	1,400,681	2,179,803	1,238,368	2,640,342	2,608,929
60 - Supplies		61,211	34,636	66,522	25,485	78,584	63,084
64 - Services		39,125	43,468	41,590	14,708	37,816	35,816
66 - Professional & Contracted Services		22,354	32,905	27,177	5,489	43,250	35,250
67 - Rent, Utilities & Maint		8,677	11,623	11,261	0	15,585	13,585
70 - Asset Acquisitions		0	17,672	0	0	14,750	12,750
Operating & Maintenance		131,367	140,304	146,550	45,682	189,985	160,485
Expenditures		1,561,480	1,540,985	2,326,353	1,284,050	2,830,327	2,769,414
Human Resources	TOTAL	1,561,041	1,539,912	2,259,229	1,275,348	2,830,327	2,769,414

Program Budget for Fiscal 2008

General Fund

Department: Human Resources
Section Name: Staffing
Section Number: 201401

Program Description:

The mission and responsibilities of the Employment/Staffing department are to ensure compliance to laws governing the employment and re-employment of all Shelby County employees and to post of all Civil Service positions as well as durational and grant funded positions. Additionally, this staff processes all appointed positions and conducts orientation sessions for all new and re-hired employees. The employment section is responsible for ensuring compliance with the Civil Service Ordinances and all federally mandated regulations and for ensuring that all employment actions are fair, equitable and non-discriminatory. The employment section ensures all promotional exams and processes are managed effectively and fairly for the para-military positions within the Sheriff's Office and the Fire Department.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

Development of a new orientation video; implementation of a new applicant tracking system; automation of position requests for electronic submission.

Service Level Measurements:

	2004	2005	2006
Number of jobs posted	253	311	280
Number of applications received	14,897	15,670	26,608

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 645	-	-	-	-
Personnel Expense	453,863	502,198	90,077	180,264	324,212
Operating Expense	6,152	2,908	9,594	10,211	7,211
Net Expenditures	460,015	505,106	99,671	190,475	331,423
Transfers	-	-	-	-	-
Net Operations	459,370	505,106	99,671	190,475	331,423
STAFFING LEVEL:	11	11	N/A	4	6

Program Budget for Fiscal 2008

General Fund

Department: Human Resources
Section Name: Human Resources Info Sys
Section Number: 201402

Program Description:

The Administrative Services/Info Systems department maintains digitized Master Personnel Files for approximately 6600+ active employees of Shelby County Government, as well as records for another 3000+ employees who have terminated employment with the County. Records are also maintained for terminated employees from the mid 1970s on microfilm. This function also completes an average of 100 written and 200 telephone employment verifications each month. The HR Payroll function maintains payroll records and is responsible for verifying and entering almost 1,500 employee changes per month. The Administrative Services unit maintains security for over 180 users in AMS (104 are users of the leave system) and maintains 100+ deduction codes and associated tables and 80+ earnings codes and tables for the payroll / HR system.

Legally Mandated? Yes **Legal Reference or Statute:** Fair Labor Standards Act; Civil Service Ordinances

Goals and Objectives:

The continuing objective of the department is to maintain the same high level of service, i.e. responding to employment verifications within 24 hours. A new objective is the implementation of the "eForms" program - an in-house program development that will enable data to be entered a single time and then after electronic approval, to be directly uploaded into the AMS system. This new program will provide a tremendous manpower savings for every department in the County.

Service Level Measurements:

2004

2005

2006

Personnel files			10,000+
Verification & entry of employee changes			17,000+
Ad hoc reports			800+

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	300,383	250,860	134,730	276,464	295,002
Operating Expense	7,300	7,360	-	7,210	5,210
Net Expenditures	307,683	258,220	134,730	283,674	300,212
Transfers	-	-	-	-	-
Net Operations	307,683	258,220	134,730	283,674	300,212
STAFFING LEVEL:	6	5	N/A	5	5

Program Budget for Fiscal 2008

General Fund

Department: Human Resources
Section Name: Personnel Services
Section Number: 201404

Program Description:

The Personnel Services section provides management, direction, and strategy development for all Human Resource functions of Shelby County Government. This year HR management began the reinvention of the County's compensation program and the implementation of the HR Advisor concept. One objective that HR management is initiating is the identification and implementation of new technology to provide enhanced services to our employees and Shelby County Government leadership.

The recently hired Manager of Workforce Planning and Development will be responsible for the management and coordination of County-wide training programs, succession planning and working with the various Elected Officials and Division Directors to develop a County-wide performance appraisal system.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

Objectives include centralization of Family Medical Leave management, implementation of computer screening / testing tools and background / reference check procedures, revision and production of a new employee handbook, resurrection of training and development programs and identification of new technology to enhance operations in all areas of HR. HR strives to provide leadership in implementing the best practice approaches in human resource management utilized in other large metropolitan governments.

Service Level Measurements:

	2004	2005	2006
Job posting reviews			340
Job evaluation reviews and approvals			274

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 428	- 148	- 174	-	-
Personnel Expense	510,529	495,837	477,763	994,503	465,342
Operating Expense	102,529	73,513	18,796	93,589	80,589
Net Expenditures	613,058	569,350	496,559	1,088,092	545,931
Transfers	-	-	-	-	-
Net Operations	612,630	569,202	496,385	1,088,092	545,931
STAFFING LEVEL:	9	7	N/A	14	7

Program Budget for Fiscal 2008

General Fund

Department: Human Resources
Section Name: Civil Service Merit Board
Section Number: 201405

Program Description:

The Civil Service and Labor Relations department has responsibility for coordinating the activities of the Civil Service Merit Board, reviewing administrative grievances and managing labor relations with nine bargaining units.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

To meet all federal, state and local requirements while providing employees with an expeditious process for hearing all appeals. Our customer service standard for all external customers is to return all phone calls, emails and written correspondence within 24 hours of receipt.

Service Level Measurements:

	2004	2005	2006
Civil service hearings	65	57	38
Administrative hearings	11	22	15
Memorandum of Understanding (MOU) with unions	5	5	9

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	135,906	141,093	75,401	144,482	164,626
Operating Expense	24,323	19,419	9,976	17,140	17,140
Net Expenditures	160,229	160,512	85,377	161,622	181,766
Transfers	-	-	-	-	-
Net Operations	160,229	160,512	85,377	161,622	181,766
STAFFING LEVEL:	2	2	N/A	2	2

Program Budget for Fiscal 2008

General Fund

Department: Human Resources
Section Name: Management Systems Dev
Section Number: 201406

Program Description:

The HR Management Systems Development Group consists of several HR units, including staff for the Sheriff's department and the new consulting and Family Medical Leave units. The Sheriff's department HR staff handles all HR matters and issues within the Sheriff's department. The HR Advisor consulting unit was formed last year in support of the 2004 County Efficiency Study to function as consultants for various sections of the Mayor's administration and all of the Elected Official departments on a variety of HR issues. The HR Advisors coordinate closely with the County Attorney's office in responding to charges of employment related discrimination. Human Resources is currently implementing a new business unit to review and approve all Family Medical Leave requests to ensure that FML certifications are handled consistently and within legal obligations. The introduction of this program was positively endorsed by a large majority of the Elected Official CAOs and should enhance daily administration of this federally mandated program.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

This first year of the redesigned HR service delivery approach has identified several service-value opportunities:

1. Centralize administration of FMLA;
2. Refine the countywide process for personnel policy review and revision (handbook included);
3. Deploy a re-engineered training and development function focused on emerging talent needs.

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	-	789,815	460,397	1,044,629	997,377
Operating Expense	-	40,656	6,210	61,835	50,335
Net Expenditures	-	830,471	466,607	1,106,464	1,047,712
Transfers	-	-	-	-	-
Net Operations		830,471	466,607	1,106,464	1,047,712
STAFFING LEVEL:	0	20	N/A	21	19

Program Budget for Fiscal 2008

General Fund

Department: Human Resources

Section Name: Compensation

Section Number: 201407

Program Description:

It is the responsibility of the Compensation department to ensure compliance to laws governing compensation policies, procedures and pay practices governing compensation of all County employees. Compensation administers a classification plan that ranks positions in a hierarchy based on similar duties and responsibilities utilizing the Job Evaluation system. Compensation is responsible for ensuring that approved job descriptions are on file for every position and for reviewing/approving all pay actions to ensure compliance to the Equal Pay Act, Title VII and other mandated legal requirements related to pay.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

The Compensation department is responsible for Shelby County's compliance with all Federal Regulations related to payment practices as well as ensuring the accurate maintenance of the County's classification system. Significant strides have been made in bringing County programs into alignment with the directions identified in the Efficiency Study and traditional pay practices.

Service Level Measurements:

2004

2005

2006

Salary change requests reviewed			3,078
Major salary studies and reviews			9

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	-	-	-	-	362,370
Operating Expense	-	-	-	-	-
Net Expenditures	-	-	-	-	362,370
Transfers	-	-	-	-	-
Net Operations		-	-	-	362,370
STAFFING LEVEL:	0	0	N/A	0	6

NOTE: Employees split from Section 201404 in FY08.

Purchasing

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2017 Purchasing</i>							
	42 - Local Revenue	-1,036	-189	-863	-421	-150,000	-1,000
	Revenue	-1,036	-189	-863	-421	-150,000	-1,000
	51A - Salaries	378,706	391,413	406,571	208,479	493,838	563,886
	55 - Fringe Benefits	99,241	107,177	117,536	60,057	142,137	175,756
	Salaries & Fringe Benefits	477,947	498,590	524,107	268,536	635,975	739,642
	60 - Supplies	16,787	15,778	13,865	2,856	16,400	44,400
	64 - Services	14,870	11,059	5,385	2,186	13,175	27,382
	66 - Professional & Contracted Services	0	1,118	0	0	0	25,000
	67 - Rent, Utilities & Maint	112	112	123	0	500	1,000
	- Interdepartmental Charges/Expenditures	778	0	0	0	0	0
	Operating & Maintenance	32,547	28,067	19,373	5,042	30,075	97,782
	Expenditures	510,494	526,657	543,480	273,578	666,050	837,424
Purchasing	TOTAL	509,458	526,468	542,617	273,157	516,050	836,424

Program Budget for Fiscal 2008

General Fund

Department: Purchasing
Section Name: Purchasing
Section Number: 201701

Program Description:

Purchasing is responsible for procuring all supplies, materials, equipment, building and construction services required by any official or office of the County Government, or that is supported by, or under the control of the County Government, and that expends or encumbers any County funds pursuant to the Shelby County Charter.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

To maintain accurate and complete records of all County purchases and to assure that all purchases are handled in an ethical and economical manner.

Service Level Measurements:

	2004	2005	2006
Requisitions processed	8,711	6,924	7,185
Purchase Orders issued	9,654	7,627	7,780

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 189	- 863	- 421	- 150,000	- 1,000
Personnel Expense	498,590	524,107	268,536	635,975	636,651
Operating Expense	28,067	19,373	5,042	30,075	97,782
Net Expenditures	526,657	543,480	273,578	666,050	837,424
Transfers	-	-	-	-	-
Net Operations	526,468	542,617	273,157	516,050	836,424
STAFFING LEVEL:	10	11	N/A	11	13

Information Technology

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2018 Information Technology</i>							
	42 - Local Revenue	-862,864	-1,516,751	-1,742,783	-734,455	-1,795,760	-1,805,760
	43 - State Revenue	0	0	-2,700	-600	-1,200	-1,200
	44 - Federal Revenue	-1,200	0	0	0	0	0
	Revenue	-864,064	-1,516,751	-1,745,483	-735,055	-1,796,960	-1,806,960
	51A - Salaries	4,819,172	4,734,410	4,729,347	2,402,686	5,378,740	5,883,130
	55 - Fringe Benefits	1,073,912	1,170,894	1,220,153	623,534	1,388,638	1,582,766
	Salaries & Fringe Benefits	5,893,084	5,905,304	5,949,500	3,026,220	6,767,378	7,465,896
	60 - Supplies	542,597	729,688	829,428	323,574	755,835	627,337
	64 - Services	22,179	29,825	46,106	5,585	53,802	108,089
	66 - Professional & Contracted Services	562,295	480,050	831,462	396,946	1,201,360	1,188,161
	67 - Rent, Utilities & Maint	1,638,843	1,507,867	1,325,777	960,196	1,379,204	1,379,204
	- Interdepartmental Charges/Expenditures	4,441	5,933	4,188	4,093	6,200	6,200
	70 - Asset Acquisitions	97,229	255,636	76,166	0	146,874	127,824
	Operating & Maintenance	2,867,584	3,008,999	3,113,127	1,690,394	3,543,275	3,436,815
	Expenditures	8,760,668	8,914,303	9,062,627	4,716,614	10,310,653	10,902,711
Information Technology	TOTAL	7,896,604	7,397,552	7,317,144	3,981,559	8,513,693	9,095,751

Program Budget for Fiscal 2008

General Fund

Department: Information Technology
Section Name: I T Administration
Section Number: 201801

Program Description:

The Administration staff coordinates the daily operations of the Information Technology Department, oversees expenditures and budgetary matters, and provides purchasing and personnel support for all functions of the department. All work orders and repair tickets are being handled through the Info Tech Customer Support Help Desk.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To provide efficient and effective administrative support to the Information Technology Department.

Service Level Measurements:

2004

2005

2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 1,516,751	- 1,745,483	- 734,892	- 1,796,960	- 1,806,960
Personnel Expense	344,384	423,879	251,282	503,831	519,274
Operating Expense	11,516	14,767	2,487	23,088	197,282
Net Expenditures	355,900	438,646	253,769	526,919	716,556
Transfers	-	-	-	-	-
Net Operations	- 1,160,851	- 1,306,837	- 481,123	- 1,270,041	- 1,090,404
STAFFING LEVEL:	6	6	N/A	7	7

Program Budget for Fiscal 2008

General Fund

Department: Information Technology
Section Name: Development Group I
Section Number: 201802

Program Description:

In concert with the Development Center Group, this office provides a high level of detailed systems and process analysis; custom programming, project management; systems administration of purchased and custom systems; vendor contract management; decision support software, ongoing software support and, technology consulting to a wide range of internal Shelby County customers, including the State Criminal Court Clerk, General Sessions Criminal Court Clerk, Mayor's Administration, Shelby County Sheriff, Probate Court Clerk, Shelby County Clerk, as well as outside agencies throughout the region and state. We also support a robust set of system software interfaces between all the systems that combined constitute criminal justice. Our software systems provide daily 24 hour support for these customers' automated business functions. All of our customer's functions and systems are legally required in order to support the functions of the constitutionally required offices.

Legally Mandated? Yes **Legal Reference or Statute:** IT support for mandated functions

Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA Committee.

Service Level Measurements:

	2004	2005	2006
First Response calls made within stated time frame	N.A.	N.A.	96.77%

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	1,112,998	1,157,274	510,535	1,125,324	1,363,487
Operating Expense	43,692	298,259	14,297	104,278	57,090
Net Expenditures	1,156,690	1,455,533	524,832	1,229,602	1,420,577
Transfers	-	-	-	-	-
Net Operations	1,156,690	1,455,533	524,832	1,229,602	1,420,577
STAFFING LEVEL:	17	17	N/A	14	15

Program Budget for Fiscal 2008

General Fund

Department: Information Technology
Section Name: Customer Support
Section Number: 201803

Program Description:

The Customer Support Group provides: County-wide technical support, bench-repair and manufacturers warranty services for approximately 2,100 desktop PCs, 700 printers and numerous peripheral devices via a central IT help-desk, move/add/change services, many of which are project-based, and provides technology consulting, development and support for Magic Software solutions that meet the line-of-business needs of many county departments and the citizenry. Since 2005, Customer Support has steadily improved its Quality of Service, and continues to provide services to an increasing number of users and departments. During fiscal '08 Customer Support plans to broaden its scope to provide in-house support for Telecom-related services including telephones, cell-phones, PDAs, AirCards, pagers and GPS tracking devices.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To consistently meet and exceed the service needs and requirements of our customers by continuing to provide the highest quality desktop products, productivity tools and services through the most efficient use of funds and personnel resources. To actively seek new technologies to expand the capability and capacity of all areas of Customer Support operations.

Service Level Measurements:

	2004	2005	2006
Primary devices supported (PCs, printers)	2,100+	2,400+	2,800+
Help Desk First-Call Resolution (FCR)	9.9%	17.4%	31.1%
Magic users (departments)	5	7	9

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	1,065,366	991,551	517,530	1,229,337	1,203,291
Operating Expense	452,544	503,381	232,676	433,295	328,445
Net Expenditures	1,517,910	1,494,932	750,206	1,662,632	1,669,135
Transfers	-	-	-	-	-
Net Operations	1,517,910	1,494,932	750,206	1,662,632	1,669,135
STAFFING LEVEL:	15	19	N/A	18	16

Program Budget for Fiscal 2008

General Fund

Department: Information Technology
Section Name: Operations
Section Number: 201804

Program Description:

The Computer Operations staff schedules all backup systems and user files on a daily basis, processes the nightly production schedules, and runs, prints, binds and distributes reports for the Mayor's administration and some of the elected officials. This group also transports backup file tapes to the Justice Complex and the Remote Site on a daily basis and performs some equipment maintenance. This department operates 24 hrs a day, 7 days a week, and 365 days a year.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

Provide first line support after normal business hours, and resolve basic problems for divisions of the Mayor's administration. Process user data overnight and have it ready for pickup at the beginning of the next business day.

Service Level Measurements:

	2004	2005	2006
Nightly saves (backups) of system files and user files	99%	99%	99%
Nightly processing, generating, and preparing of reports	99%	99%	99%

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	826,526	936,448	491,014	1,052,499	1,169,986
Operating Expense	1,678,922	1,481,483	984,621	1,572,190	1,479,048
Net Expenditures	2,505,448	2,417,931	1,475,635	2,624,689	2,649,034
Transfers	-	-	-	-	-
Net Operations	2,505,448	2,417,931	1,475,635	2,624,689	2,649,034
STAFFING LEVEL:	22	19	N/A	21	21

Program Budget for Fiscal 2008

General Fund

Department: Information Technology
Section Name: Technical Support
Section Number: 201805

Program Description:

Technical support group provides: County-wide Network Design and Administration; INTERNET and INTRANET Web site Design and Administration; WEB hosting administration for county admin and several elected officials; administration of highly complex large scale Network Server environments; administration of an EXTRANET environment supporting inter-connectivity between multiple government agencies; a high level of detailed technical system design and process analysis; project management; systems administration of purchased and custom systems; vendor contract management; technology consulting to a wide range of internal Shelby County customers; and technology and technical consulting to external government agencies.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

Consistently meet and exceed the network service needs and requirements of our customers by continuing to provide the highest quality products and services through the most efficient use of funds and personnel resources; actively seek new technologies to expand the capability level of network and network services.

Service Level Measurements:

	2004	2005	2006
Network infrastructure availability (Nodes, PCs, parts, etc)	2,900+	2,900+	3,200+
Network services (E-mail antivirus, Internet access, etc.)	2,000	2,000	2,100
EXTRANET users (Municipalities, FBI, etc.)	30	100	203

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	1,071,224	1,076,242	550,079	1,158,667	1,305,663
Operating Expense	455,661	344,641	12,975	274,084	244,084
Net Expenditures	1,526,885	1,420,883	563,054	1,432,751	1,549,747
Transfers	-	-	-	-	-
Net Operations	1,526,885	1,420,883	563,054	1,432,751	1,549,747
STAFFING LEVEL:	15	15	N/A	15	14

Program Budget for Fiscal 2008

General Fund

Department: Information Technology
Section Name: Development Center
Section Number: 201807

Program Description:

In concert with the Development Group I, this office provides a high level of detailed systems and process analysis; custom programming, project management; systems administration of purchased and custom systems; vendor contract management; decision support software, document management and, technology consulting to a wide range of internal Shelby County customers, including the State Criminal Court Clerk, General Sessions Criminal Court Clerk, Mayor's Administration, Shelby County Sheriff, Probate Court Clerk and Shelby County Clerk, as well as outside agencies throughout the region and state. Our software systems provide daily 24 hour support for our customer's automated business functions including Business Tax, Payroll and Personnel, Finance, Marriage License, Motor Vehicle Registration, Criminal Court (GS & State) & Probate Court dockets and case financials, prisoner management for both the Shelby County Jail and the Shelby County Correction Center, Victims Assistance Center. We also support a robust set of system software interfaces between all the systems that combined constitute criminal justice. All of our customers' functions and systems are legally required in order to support the functions of the constitutionally required offices.

Legally Mandated? Yes **Legal Reference or Statute:** IT support for mandated functions

Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA Committee.

Service Level Measurements:

	2004	2005	2006
First Response calls made within stated time frame	N.A	N.A.	96.67%

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	- 163	-	-
Personnel Expense	1,484,806	1,364,106	705,780	1,697,720	1,766,796
Operating Expense	366,664	470,596	443,338	1,136,340	1,130,866
Net Expenditures	1,851,470	1,834,702	1,149,118	2,834,060	2,897,662
Transfers	-	-	-	-	-
Net Operations	1,851,470	1,834,702	1,148,955	2,834,060	2,897,662
STAFFING LEVEL:	17	17	N/A	17	18

Finance

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
2025 Finance							
	42 - Local Revenue	-367,705	-425,158	-425,349	-229,013	-459,176	-493,654
	47 - Other Revenue	-2,315	-1,685	0	0	0	0
	Revenue	-370,020	-426,843	-425,349	-229,013	-459,176	-493,654
	51A - Salaries	2,235,013	2,108,535	2,389,322	1,226,983	2,614,894	2,743,672
	55 - Fringe Benefits	517,039	536,849	620,860	322,650	681,199	769,196
	Salaries & Fringe Benefits	2,752,052	2,645,384	3,010,182	1,549,633	3,296,093	3,512,868
	60 - Supplies	60,591	29,707	34,605	24,791	63,951	63,851
	64 - Services	8,684	13,046	11,609	3,742	14,400	20,500
	66 - Professional & Contracted Services	82,909	27,071	24,698	11,750	38,810	32,810
	67 - Rent, Utilities & Maint	3,267	721	407	223	1,400	1,400
	- Interdepartmental Charges/Expenditures	1,801	1,711	1,391	1,561	3,900	3,900
	Operating & Maintenance	157,252	72,256	72,710	42,067	122,461	122,461
	Expenditures	2,909,304	2,717,640	3,082,892	1,591,700	3,418,554	3,635,329
	96 - Operating Transfers In	0	-292,045	0	0	-300,000	-300,000
	Operating Transfers In	0	-292,045	0	0	-300,000	-300,000
	Transfers	0	-292,045	0	0	-300,000	-300,000
Finance	TOTAL	2,539,284	1,998,752	2,657,543	1,362,687	2,659,378	2,841,675

Program Budget for Fiscal 2008

General Fund

Department: Finance
Section Name: Finance
Section Number: 202501

Program Description:

Accounting is responsible for maintaining the financial records of Shelby County. Services include maintaining a system of internal controls to reasonably ensure the accuracy of the accounting records, preparing the County budget and monitoring compliance, preparing financial reports including the Comprehensive Annual Financial Report (CAFR) and coordinating the annual audit. Related functions include processing and distributing payroll and vendor payments, receiving and recording revenue, monitoring collections of revenue, processing budget adjustments, reviewing all resolutions for financial compliance, and providing all administrative functions related to debt management. Accounting works with all departments to provide accounting assistance and guidance as needed.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

The goals and objectives of Accounting are to maintain accurate and complete financial records, to provide meaningful data in usable formats to facilitate sound decision making, to serve as a financial resource to all departments, and to improve efficiency and effectiveness through continued conversion to electronic media.

Service Level Measurements:

	2004	2005	2006
Accounts Payable Checks	23,061	22,367	22,635
Payroll Checks	6,661	6,427	6,388
Journal Entries	2,868	2,951	3,032

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	1,626,909	1,889,239	1,012,007	2,114,356	2,254,755
Operating Expense	35,048	32,973	22,396	50,401	50,401
Net Expenditures	1,661,957	1,922,212	1,034,403	2,164,757	2,305,156
Transfers	-	-	-	-	-
Net Operations	1,661,957	1,922,212	1,034,403	2,164,757	2,305,156
STAFFING LEVEL:	32	32	N/A	32	32

Program Budget for Fiscal 2008

General Fund

Department: Finance
Section Name: Employee Benefits
Section Number: 202503

Program Description:

Employee Benefits is responsible for the administration and communication of the County's benefit programs. These benefits include health, life and long term disability insurance. In addition, voluntary programs such as dental, cancer, additional life, accidental death and dismemberment and short term disability insurance are available to employees. The Employee Benefits department is also responsible for the bidding and design of current and new benefit offerings for competitiveness and cost containment purposes. Vendor selection, design changes to existing programs and adoption of any new benefits are reviewed by the Unified Personnel Policy Committee (UPPC) and submitted to the Shelby County Board of Commissioners for approval.

Legally Mandated? Yes **Legal Reference or Statute:**

Goals and Objectives:

To provide quality benefits and service to Shelby County employees and retirees at a reasonable cost and in a timely and efficient manner.

Service Level Measurements:

	2004	2005	2006
Average number of employees served	6,661	6,427	6,388
Number of benefits changes processed			5,400

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	201,871	279,823	129,616	301,666	318,778
Operating Expense	69	3,826	989	4,000	4,000
Net Expenditures	201,940	283,649	130,605	305,666	322,778
Transfers	-	-	-	-	-
Net Operations	201,940	283,649	130,605	305,666	322,778
STAFFING LEVEL:	6	6	N/A	6	6

Program Budget for Fiscal 2008

General Fund

Department: Finance
Section Name: Retirement
Section Number: 202507

Program Description:

The Retirement office is responsible for administration of the retirement system for active and retired Shelby County employees. This office directs the investment and benefit payments of retirement fund assets, maintains historical records for each employee, determines eligibility and benefit amounts for retirees, and provides the Retirement Board with information and records retention. This office also handles cases of permanent employee disability.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To maintain and administer a fully funded employee retirement plan with an investment return of 8.25%.

Service Level Measurements:

	2004	2005	2006
Number of active participants	6,657	6,453	6,516
Number of retired participants	2,433	2,520	2,575
Benefits paid	\$36,654,024	\$38,558,916	\$40,271,040

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 425,158	- 425,349	- 229,013	- 459,176	- 493,654
Personnel Expense	415,327	443,823	229,815	467,798	493,654
Operating Expense	-	2,698	532	4,000	4,000
Net Expenditures	415,327	446,521	230,347	471,798	497,654
Transfers	-	-	-	-	-
Net Operations	- 9,831	21,172	1,334	12,622	4,000
STAFFING LEVEL:	8	8	N/A	8	8

Program Budget for Fiscal 2008

General Fund

Department: Finance
Section Name: Risk Management
Section Number: 202516

Program Description:

Risk Management administers Shelby County's program to care for employees who may have been injured or become ill because of their jobs. The Risk Management group works with the employees, physicians, and management from first report of incident through all medical care and follow-up, as well as keeping detailed computer records of each case. Other functions include administration and enforcement of Occupational Safety and Health Administration (OSHA) regulations, including annual employee training and inspections of about 150 County-operated facilities to assure compliance, employee drug testing, and coordination of activities related to the Americans with Disabilities Act.

Legally Mandated? Yes **Legal Reference or Statute:** ADA Act; Occupational Safety and Health Administration Act

Goals and Objectives:

To work closely with all departments to provide a safe work environment to minimize on-the-job injuries and exposure to liability; to effectively and efficiently provide for those employees injured on the job.

Service Level Measurements:

	2004	2005	2006
Injuries reported	1,593	1,292	1,180
Claims costs	\$1,826,004	\$1,675,803	\$1,475,223

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 1,685	-	-	-	-
Personnel Expense	401,277	397,297	178,195	412,273	445,681
Operating Expense	37,139	33,213	18,150	64,060	64,060
Net Expenditures	438,416	430,510	196,345	476,333	509,741
Transfers	- 292,045	-	-	- 300,000	- 300,000
Net Operations	144,686	430,510	196,345	176,333	209,741
STAFFING LEVEL:	7	7	N/A	7	7

Board of Equalization

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2028 Board of Equalization</i>							
	42 - Local Revenue	-250,428	0	-220,229	-289,775	-120,000	0
	Revenue	-250,428	0	-220,229	-289,775	-120,000	0
	51A - Salaries	254,407	243,924	236,528	130,036	270,606	275,826
	55 - Fringe Benefits	56,436	71,312	64,343	37,960	83,774	103,501
	Salaries & Fringe Benefits	310,843	315,236	300,871	167,996	354,380	379,327
	60 - Supplies	9,192	13,963	20,265	7,630	14,000	14,000
	64 - Services	48,206	21,767	139,553	27,645	62,000	37,053
	66 - Professional & Contracted Services	7,400	1,400	2,950	350	5,000	5,000
	Operating & Maintenance	64,798	37,130	162,768	35,625	81,000	56,053
	Expenditures	375,641	352,366	463,639	203,621	435,380	435,380
Board of Equalization	TOTAL	125,213	352,366	243,410	-86,154	315,380	435,380

Program Budget for Fiscal 2008

General Fund

Department: Board of Equalization
Section Name: Board of Equalization
Section Number: 202801

Program Description:

The Board of Equalization is mandated to hear all appeals filed by property owners of disputed real estate and personal property taxes assessed by the Shelby County Assessor of Property. The Board is comprised of nine (9) members elected by the Memphis City Council (3), County Commission (3), and the municipalities of Bartlett (1), Collierville (1), and Germantown (1).

Legally Mandated? Yes **Legal Reference or Statute:** TCA 67-1-401 and TCA 67-5-1401

Goals and Objectives:

To hear all taxpayer appeals in an expeditious and cost effective manner.

Service Level Measurements:

	2004	2005	2006
Tax appeals filed	4,504	17,524	5,677
Reductions granted			1,860

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	- 220,229	- 289,775	- 120,000	-
Personnel Expense	315,236	300,871	167,996	354,380	379,327
Operating Expense	37,130	162,768	35,625	81,000	56,053
Net Expenditures	352,366	463,639	203,621	435,380	435,380
Transfers	-	-	-	-	-
Net Operations	352,366	243,410	- 86,154	315,380	435,380
STAFFING LEVEL:	9	9	N/A	9	9

Election Commission

ACCT	DESCRIPTION	FY 04 ACTUAL	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 YTD Actual 12/31/06	FY07 BUDGET	FY 08 ADOPTED BUDGET
<i>2029 Election Commission</i>							
	42 - Local Revenue	-1,061,587	-36,964	-134,902	-2,228	-39,200	-979,384
	43 - State Revenue	-694,911	-293,444	-307,188	-8,190	-403,658	-864,299
	47 - Other Revenue	-2,939	-1,789	-2,493	-630	-2,400	-2,400
	Revenue	-1,759,437	-332,197	-444,583	-11,048	-445,258	-1,846,083
	51A - Salaries	1,616,103	2,001,564	1,242,523	1,484,133	2,284,537	2,039,240
	55 - Fringe Benefits	231,065	272,094	234,673	175,982	360,491	356,770
	Salaries & Fringe Benefits	1,847,168	2,273,658	1,477,196	1,660,115	2,645,028	2,396,010
	60 - Supplies	247,589	324,534	158,598	130,334	248,145	340,487
	64 - Services	401,501	472,980	318,432	563,540	740,616	470,434
	66 - Professional & Contracted Services	154,546	106,813	64,628	115,946	179,465	162,931
	67 - Rent, Utilities & Maint	235,473	310,818	381,411	350,428	437,480	500,997
	- Interdepartmental Charges/Expenditures	5,647	7,806	4,443	6,131	7,852	9,652
	70 - Asset Acquisitions	0	0	0	0	43,907	47,195
	Operating & Maintenance	1,044,756	1,222,951	927,512	1,166,379	1,657,465	1,531,696
	Expenditures	2,891,924	3,496,609	2,404,708	2,826,494	4,302,493	3,927,706
Election Commission	TOTAL	1,132,487	3,164,412	1,960,125	2,815,446	3,857,235	2,081,623

Program Budget for Fiscal 2008

General Fund

Department: Election Commission
Section Name: EC - Administration
Section Number: 202901

Program Description:

This program provides voter/candidate services to all citizens and candidates filing for office in Shelby County. Registration applications are received from various sources for processing, maintained within the election system data base, and voter records are updated as needed. Candidate services include issuing and filing nominating petitions, financial statements, requests for various voter information to be used by campaigns and other resources available to candidates and elected officials. This program is required to provide supplemental voter registration programs in the community and area high schools. Tennessee Code Annotated Title 2 justifies the need for an administrator of elections in each county in the State of Tennessee.

Legally Mandated? Yes **Legal Reference or Statute:** Tennessee Code Annotated Title 2

Goals and Objectives:

To register qualified voters, regulate all elections by the people, preserve and secure the purity of the ballot, insure that voter records are in the proper voting precinct, and encourage internal improvements by providing uniform procedures for elections that provide all qualified registered voters the opportunity to participate in the electoral process.

Service Level Measurements:

	2004	2005	2006
Number of registered voters	648,936	624,817	609,657
Number of applications processed/changed	86,471	25,038	21,905
Number of customer requests	218	191	262

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 43,373	- 22,726	- 10,418	- 25,200	- 25,200
Personnel Expense	722,516	714,739	416,217	913,145	935,616
Operating Expense	459,236	481,741	321,421	492,316	643,488
Net Expenditures	1,181,752	1,196,480	737,638	1,405,461	1,577,277
Transfers	-	-	-	-	-
Net Operations	1,138,379	1,173,754	727,220	1,380,261	1,552,077
STAFFING LEVEL:	30	20	N/A	20	20

Program Budget for Fiscal 2008

General Fund

Department: Election Commission
Section Name: Voting Machines
Section Number: 202902

Program Description:

Responsibilities are to service and maintain voting machines through a program of preventive and systematic maintenance; to ascertain that each voting unit is programmed with the representative ballot for each precinct to assure the validity of voting results; to make available accessible voting sites for voters by securing and confirming suitable polling locations; to recruit, train and assign election officials to staff each Early Voting and election day polling site with qualified personnel; to lend support to public and private institutions conducting voter education programs and private elections; to protect and preserve a history of voter participation through controlled storage and retrieval of voting documents.

Legally Mandated? Yes **Legal Reference or Statute:** Title 2, Chapters 3, 4, 5, 7&9

Goals and Objectives:

To ensure a high standard of reliability, dependability and confidence in voting systems and the electoral process through qualitative maintenance, testing and equipment modernization programs; to have in place a modern, highly trained and balanced workforce by the 2008 election year cycle.

Service Level Measurements:

	2004	2005	2006
Voting machines prepared for elections	3,715	697	3,448
Polling locations confirmed	891	205	891
Election officials recruited and trained	7,213	1,579	6,031

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 1,789	- 2,493	- 630	- 2,400	- 2,400
Personnel Expense	282,651	264,222	150,861	334,850	341,849
Operating Expense	80,840	61,280	80,094	131,967	189,487
Net Expenditures	363,491	325,502	230,955	466,817	533,163
Transfers	-	-	-	-	-
Net Operations	361,702	323,009	230,325	464,417	530,763
STAFFING LEVEL:	7	7	N/A	7	7

Program Budget for Fiscal 2008

General Fund

Department: Election Commission
Section Name: March (May) Election
Section Number: 202903

Program Description:

Pursuant to TCA 2-13-205, a Presidential Preference Primary Election is to be held on the second Tuesday in February before presidential electors are elected in November for each statewide political party. In addition, pursuant to TCA 2-13-203 (d) the county executive committee may nominate by primary election their candidate for the regular August General Election.

Legally Mandated? Yes **Legal Reference or Statute:** TCA 2-13-203 & 205

Goals and Objectives:

To register qualified voters, to preserve and secure the purity of the ballot, to regulate the electoral process and provide the opportunity for all qualified registered voters to participate.

Service Level Measurements:

	2004	2005	2006
Registered voters	605,926	N/A	603,160
Voter participation	63,904	N/A	60,745
Voter participation %	10.6%	N/A	10.0%

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	- 709,166
Personnel Expense	1,091	323,069	-	-	434,340
Operating Expense	1,056	211,635	-	-	273,610
Net Expenditures	2,147	534,704	-	-	707,950
Transfers	-	-	-	-	-
Net Operations	2,147	534,704	-	-	- 1,216
STAFFING LEVEL:	0	0	N/A	0	0

Program Budget for Fiscal 2008

General Fund

Department: Election Commission
 Section Name: August Election
 Section Number: 202904

Program Description:

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

Service Level Measurements: 2004 2005 2006

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	- 2,000	-
Personnel Expense	384,905	11,863	625,757	568,000	-
Operating Expense	275,390	19,298	434,145	426,625	-
Net Expenditures	660,295	31,161	1,059,902	994,625	-
Transfers	-	-	-	-	-
Net Operations	660,295	31,161	1,059,902	992,625	-
STAFFING LEVEL:	5	3	N/A	2	2

Program Budget for Fiscal 2008

General Fund

Department: Election Commission
Section Name: October Election
Section Number: 202905

Program Description:

The October Election is the regularly scheduled Memphis Municipal and Run-Off Elections for fiscal year 2008, which will be held in October 2007. The run-off election occurs in November five weeks following the regular municipal election. The October election is held to elect the mayor, members of the city council, and other officers of municipal government, such as the clerk and municipal judges. A run-off election is held for any city council position where no candidate receives more than fifty percent (50%) of the votes cast in that office.

Legally Mandated? Yes **Legal Reference or Statute:** City Charter

Goals and Objectives:

To register qualified voters, to preserve and secure the purity of the ballot, to regulate the electoral process and provide the opportunity for all qualified registered voters to participate.

Service Level Measurements:

	2004	2005	2006
Registered voters	444,337	435,598	430,949
Polling locations	235	235	235
Voter participation	104,688	N/A	N/A

Operating Expenses:

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	-	-	-	-	- 972,184
Personnel Expense	-	-	-	-	614,322
Operating Expense	-	-	-	-	357,861
Net Expenditures	-	-	-	-	972,183
Transfers	-	-	-	-	-
Net Operations		-	-	-	- 1
STAFFING LEVEL:	0	0	N/A	0	164

General Fund

Section Number: 202906

General Fund

Program Description:

Goals and Objectives:

2006

ACCOUNT TYPE:	FY05 Actual	FY06 Actual	FY07 Act YTD 12/31/06	FY07 Revised Budget	FY08 Adopted Budget
Revenue	- 277,064	- 290,808	-	- 385,658	- 137,133
Personnel Expense	77,333	163,303	-	200,033	-
Operating Expense	103,644	153,558	-	- 185,625	67,250
Net Expenditures	180,977	316,861	-	- 385,658	137,133
Transfers	-	-	-	-	-
Net Operations	- 96,087	26,053	-	-	-
STAFFING LEVEL:	0	0	N/A	0	0